



City of Central Falls Job Posting

LOCATION:	City of Central Falls 580 Broad Street, Central Falls, RI 02863
POSITION TITLE:	Accounts Payable Clerk
DEPARTMENT:	Central Falls Finance Department
SALARY:	\$792.35/week plus benefits
POSITION TYPE:	Full-time
SHIFT:	M-F; 8:30am-4:30pm

POSITION DESCRIPTION SUMMARY

Under the supervision of the Central Falls Finance Director, the Accounts Payable Clerk will serve as the centralized contact for the receipt of all invoices submitted by vendors and secure the necessary back up information required for payment. The Accounts Payable Clerk maintains accounts payable records and an updated and approved vendor list, and assists with any and all tax matters as assigned to contribute to the functionality of the city finance department.

DUTIES

- Obtains confirmations from department heads that the goods and services furnished by suppliers were received in the proper condition and for the correct amount.
- Continuously monitors internal purchase order control by matching the vendor's invoice to the city's purchase order number.
- Checks departmental requisitions to make sure proper account number has been assigned and funding is available.
- Enters invoice data into the city's accounts payable system, creates invoice "batches" by governmental fund, processes checks, and electronically posts daily account transaction activity.
- Maintains vendor list, and generates and mails W-9 to new vendors.
- Cross-trains with other members of the Finance staff and assists with any and all tax collection matters, including tax sales.
- Assists in the annual budget and audit preparation processes.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIRED

- High school diploma or GED required.
 - College degree *strongly preferred*.
- Three (3) years of responsible clerical experience, including word processing and electronic spread sheet proficiency required.
- Ability to pass a background (BCI) check.

SKILLS REQUIRED

- Strong administrative support and experience required.
- Proficiency in Microsoft Office.
- Effective written communication skills.
- Accuracy and attention to detail regarding the composition of documents.
- Excellent interpersonal, analytical, and problem-solving skills.
- Ability to work effectively with a diverse population.
- Ability to manage, prioritize, multi-task and coordinate in a fast-paced and demanding environment.
- Ability to work independently with limited direction and instruction within the scope of assignments.
- Must be able to take initiative while paying close attention to detail and completing all assignments.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose

correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled